

OFFICE OF THE ADJUTANT GENERAL
VIRGINIA NATIONAL GUARD
BUILDING 316, FT PICKETT
BLACKSTONE, VIRGINIA 23824-6316

NATIONWIDE AGR VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 59-03 POSITION TITLE: S-1

GRADE: WO1 - CW4 DMOS: 420A

FEMALE ASSIGNMENT ELIGIBILITY: YES

UNIT: 91st Troop Command

LOCATION: Richmond, Virginia

OPENING DATE: 7 May 2003 CLOSING DATE: 20 June 2003

POC FOR ADDITIONAL INFORMATION: CPT Hunt, (434)298-6337 or DSN 438-6337 or e-mail Mrs Brenda Ralls at brenda.ralls@va.ngb.army.mil

WHO MAY APPLY: Open to all AGR/Military Technicians/Traditional warrant officers, grade WO1 through CW4, who are members of, or able to become members of, the Virginia Army National Guard. Enlisted personnel who are members of, or able to become members of, the Virginia Army National Guard who have an approved predetermined warrant officer packet for AOC 420A may also apply. Must be qualified in the following AOC: 420A. If not AOC qualified, must become AOC qualified within 12 months.

HOW TO APPLY: All interested applicants must submit the following documents:

1. Completed NGB Form 34-1 (signed and dated)
2. Copies of last five OERs (enlisted with predetermined 420A warrant officer packet must submit last five NCOERs)
3. **Certified** copy of DA Form 2-1
4. Copy of current physical (SF 88 and SF 93 or DD Form 2807-1 and DD Form 2808 completed within the last 5 years)
5. Photograph in Class A uniform (taken within the last 12 months)
6. Documentation to support all periods of active duty service creditable for retirement (**DD Forms 214, 1506 and NGB Forms 23/23B**)
7. Any additional information the applicant may wish to submit for consideration (DA Form 705 PT Test, Height and Weight Statement, etc.)

VAHR-M

SUBJECT: VaARNG AGR Vacancy Announcement Number **59-03**

DUTIES AND RESPONSIBILITIES: Monitors, assesses, provides guidance, and manages the elements of personnel administration. Maintains current personnel estimates by collecting and analyzing data. Develops plans for recruiting and retention. Responsible for personnel services such as orders, evaluation reports, promotions, personnel assignments, morale, and awards. Works in the area of safety and accident prevention developing plans and programs and supervises their implementation. Provides control and standardization of procedures within the command. Works in coordination with senior full time supervisor in the allocation of manpower and work space in the headquarters and various units.

All applications must be submitted to this HQ, ATTN: VAHR-M, Building 316, Ft Pickett, Blackstone, Virginia 23824-6316, NLT close of business on 20 June 2003. Do not submit application packets in notebooks, folders, document protectors or with any other form of binding.

A complete listing of all current Virginia National Guard AGR Employment Opportunity Announcements is available at www.varich.ang.af.mil (Click on Job Announcements).

FOR THE ADJUTANT GENERAL:

//signed//
DAVID A. ARCHER
LTC, AD, VaARNG
Human Resource Officer